



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

OFFENDER INFORMATION SUPERVISOR

Job Number: 20000650

Job Code: 22310V000101

Job Group: 2200 - CORRECTIONS

Job Established: 05/01/1984

Job Revised: 08/16/2009

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises employees in the offender records office within a state adult correctional facility, the state's central offender information records office, the privatization minimum security program, or the community center program and performs specialized technical offender records functions; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have two years of experience in management, administration, legal, paralegal or offender records.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Administrative, management, legal, paralegal or offender records experience will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assigns job duties and supervises the offender records staff in a Kentucky adult correctional facility or in the state's central offender records office. Performs, reviews and/or approves sentence computations. Interprets statutes, regulations and departmental policies and procedures to ensure proper application of sentencing calculations. Maintains offender records. Responds to all official correspondence regarding inmate records. Assures compliance with state/federal law and agency policy concerning confidentiality. Computes time on new inmate sentences in accordance with applicable laws and regulations. Determines legality and accuracy of dates entered on inmate records. Receives and interprets court orders from Circuit and/or District Courts for appearance of inmates and takes appropriate action. Confers with state prosecutors regarding Interstate Agreement on Detainers for inmates. Prepares reports for officials regarding furloughs, parole eligibility, conditional release and inmate population. Central Office Offender Information Supervisors audit and/or approve sentence calculations and status changes performed by institutional specialists/supervisors and central office specialists on additional sentences, initial sentences, good time and returned escapees. Provides court testimony concerning individual offender records. Prepares responses to requests made under the Open Records Law.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.